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State of Wisconsin Department of Corrections

March 13, 2017

Chief Russell Jack
Waukesha Police Department
1901 Delafield Street
Waukesha, WI 53188

RE: 2017 Annual Inspection, Waukesha Municipal Lockup

Dear Chief Jack:

As you know, the Department of Corrections has the responsibility by statute to set reasonable standards and regulations for the design, construction, repair, and maintenance of municipal lockup facilities as defined in State Statute 302.30. The standards are set forth in the Department of Corrections Administrative Code, Chapter DOC 349. Annual inspections are also required of each facility to assess the safety, sanitation, adequacy, and fitness of each lockup pursuant to State Statute 301.37 (3). The 2017 annual inspection of the Waukesha Municipal Lockup was conducted on February 23, 2017. This report summarizes the results of the annual inspection.

INSPECTION SUMMARY

Physical Environment 349.07

The five cells and adjacent booking area were inspected and found to be in good condition. All doors and locks were found to be in working order, as were the toilets and sinks. Inspections of cell and fire escape locks and doors are being recorded pursuant to 349.12(3)(5). These inspections are being conducted on a monthly basis, which ensures the readiness of the facility. Weekly checks of the lockup are also being completed to ensure that the area remains operational.

Sanitation and Hygiene 349.08

The inmate hygiene supplies located at the facility were found to meet code standards. As noted in past inspections, all areas of the detention and booking area were found to be clean and well organized.

Health Care 349.09

The Waukesha Municipal Lockup uses an admission screening form (DOC 349.17), which is to be completed on each individual being detained in a cell. A review of the completed admission screens found that a health screening form is being completed on each individual being placed into a cell within the facility. The form continues to be scanned into the records management system which is an excellent practice. Current Waukesha procedure stipulates that medications will be placed with the arrestee's property and that no medications brought into the facility by an individual will be administered unless authorized by the shift commander/supervisor.

Fire Safety 349.10

The facility was found to be in compliance of DOC 349.10(4) Fire Safety. The most recent fire inspections by the City of Waukesha Fire Department were completed on 1/26/17 and 9/1/16, respectively. An evacuation route is posted in the lockup area and fire protection equipment is readily available should the need arise.

Records and Reporting 349.11

A review of the admission screening and booking reports revealed that appropriate information is being obtained on all individuals being placed in a cell at the Waukesha Police Department. Since the last annual inspection in 2016, there have been no notifications to this office of an unusual occurrence. As an annual reminder, please have your staff contact my office at (414) 227-3997 within 48 hours to report any of the following incidents in the detention area:

- An inmate dies.
- An inmate attempts suicide and is admitted to a hospital.
- An inmate or staff have been injured and are hospitalized due to the injury.
- An inmate escapes or attempts to escape from confinement.
- There is any significant damage to the lockup affecting the safety or security of the lockup.

Security 349.12

As noted earlier, the facility was found in compliance of DOC 349.12(3)(5) Security Reporting, as records are being obtained for all monthly inspections. Cell checks are also being completed and documented as required. A spot review of completed booking sheets found that security checks are generally being conducted and documented [REDACTED] minutes. This is an excellent practice that exceeds the minimum requirements of the administrative code. Pursuant to Waukesha policy, no female detainees are being held at the facility and are either released from custody or transported to the Waukesha County Jail.

A separate admission screening and cell check form is currently being used to document a detainee's well-being and the completion of physical security checks when an individual is being placed into an interview room within both the secure and non-secure perimeter of the lockup.

Detention of Juveniles 349.21

Your department has elected to not hold juveniles in your lockup per correspondence to this office in 1999. The policy and procedure requirements for the detention of juveniles are set forth in DOC 349.21. Should you decide to reconsider in the future, please contact this office to obtain further information on requirements, including those of the Department of Justice. A review of documents indicated that no juveniles were securely held in the Waukesha Municipal Lockup since the last inspection.

Approval

The Waukesha Municipal Lockup is approved for the detention of adults for up to 72 hours. It is not approved for the detention of juveniles. This approval is with the understanding that continued compliance with the Department of Corrections Administrative Code, Chapter DOC 349, and applicable state statutes is maintained.

I would like to thank Captain Thomas Wagner for his assistance during the inspection and for providing the necessary information for the review of your lockup's operations. Please feel free to contact me should you have any questions, or if I may be of assistance to you and your Department.

Sincerely,



Gregory A. Bucholtz, Inspector
Office of Detention Facilities

Cc: Shawn Reilly, Mayor
Captain Thomas Wagner
Kristi Dietz, ODF Director
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